

# BUILDING PERMIT APPLICATION

Building Permits protect your interests by providing an independent review to ensure that the materials and methods employed on your project are safe according to the minimum standards outlined in the BC Building Code and the District of Oak Bay Bylaws.

In addition to a completed application form, please see reverse for submission requirements

Note that a separate application form and package is required for each different construction Type.

Civic Address:				Value of Construction	\$
Legal Description:	Lot	Block	Section	Plan	

Description of Project:

Building Type:	Standard Building	Complex Building
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Construction Type:	New Construction	Addition/Renovation	Relocate
	Demolition	Change of Use	Other

Building Use:

Accessory Building	Commercial	Mixed Commercial/Residential
Accessory Dwelling Unit	Duplex	One Family Residential
Accessory Structure	Institutional	Secondary Suite
Other		

Applicant

Address	City	Postal Code
Email	Phone:	Cell

Property Owner(s)

Address	City	Postal Code
Email	Phone	Cell

Contractor

Address	City	Postal Code
Email	Phone	Cell
Municipality & Business Licence Number		

Completed applications, including digital plans in PDF format to be emailed to [inspections@oakbay.ca](mailto:inspections@oakbay.ca).

**Requirements for Submission:**

- ❖ **Completed Application Form**
- ❖ **Title Certificate** (current within 30 days [www.ltsa.ca](http://www.ltsa.ca) )
- ❖ **Copies of Legal Notations** (covenants, rights-of-way, building schemes)
- ❖ **[Agent Consent Authorization Form](#)** for all authorized agents listed (if applicant is not the owner)
- ❖ **Tree Management Plan/Permit** -Required for most applications.
- ❖ Contact Parks directly at (250) 592-7275 to explain your project and confirm whether a Tree Management Plan is required. If required, protective tree fencing must be installed PRIOR to issuance of the permit.
- ❖ **Strata Approval Letter** (for proposed work within properties within a Strata or Co-op)
- ❖ **[Owner Declaration of Secondary Suite Form](#)** (for secondary suites)
- ❖ **Letters of Assurance**, if required
- ❖ **[Homeowner Protection Warranty Form](#)** (for new dwellings)
- ❖ **[BC Energy Pre-Construction Compliance Report](#)** (for new construction)
- ❖ **Drawings** (drawn to scale ¼" =1ft), including elevations, floor plans showing room uses, site plan, cross section & project data provided in digital format (max 8mb) See Checklists for further details.

**Demolition and House Move Requirements**

- ❖ **Demolition Requirements** can be found [here](#).
- ❖ **House Move Requirement** can be found [here](#).

Checklists are available at: [www.oakbay.ca/municipal-services/building-inspection/building-permits](http://www.oakbay.ca/municipal-services/building-inspection/building-permits)

**WAIVER OF LIABILITY:** In consideration of the granting of this permit, I/we agree to release and indemnify the District of Oak Bay, its Council members, employees and agents from and again all liability, demands, claims, causes of actions, suits, judgements, losses, damages, costs, expenses of whatever kind I/we or any other person, partnership or corporation of my/our/their respective heirs, successors, administrator or assignees may have or incur in consequence of or incidental to the granting of this permit or any inspections, failure to I/we agree that the District of Oak Bay owes me/us no duty of care in respect to these matters.

**COLLECTION INFORMATION:** The personal information collected on this form is authorized under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information will be used by the District of Oak Bay to process your application. Please note that as a result of this application, copies of any associated permits, plans and/or other related property records (excluding any personal information therein) will be available to the public, either on a routine basis or by request to the Freedom of Information program. If you have questions regarding the collection, use and disclosure of personal information, contact the Corporate Services Department at [foi@oakbay.ca](mailto:foi@oakbay.ca) or 250-598-3311.

**AGENT AUTHORIZATION:** The person signing this application, if not the owner, acknowledges that this signature is as agent for the owner and that he is authorized to bind the owner who is deemed to know and understand the contents of this form.

<b>Signature of Applicant:</b> _____	Please Indicate: <input type="checkbox"/> Owner <input type="checkbox"/> Agent  Date
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